

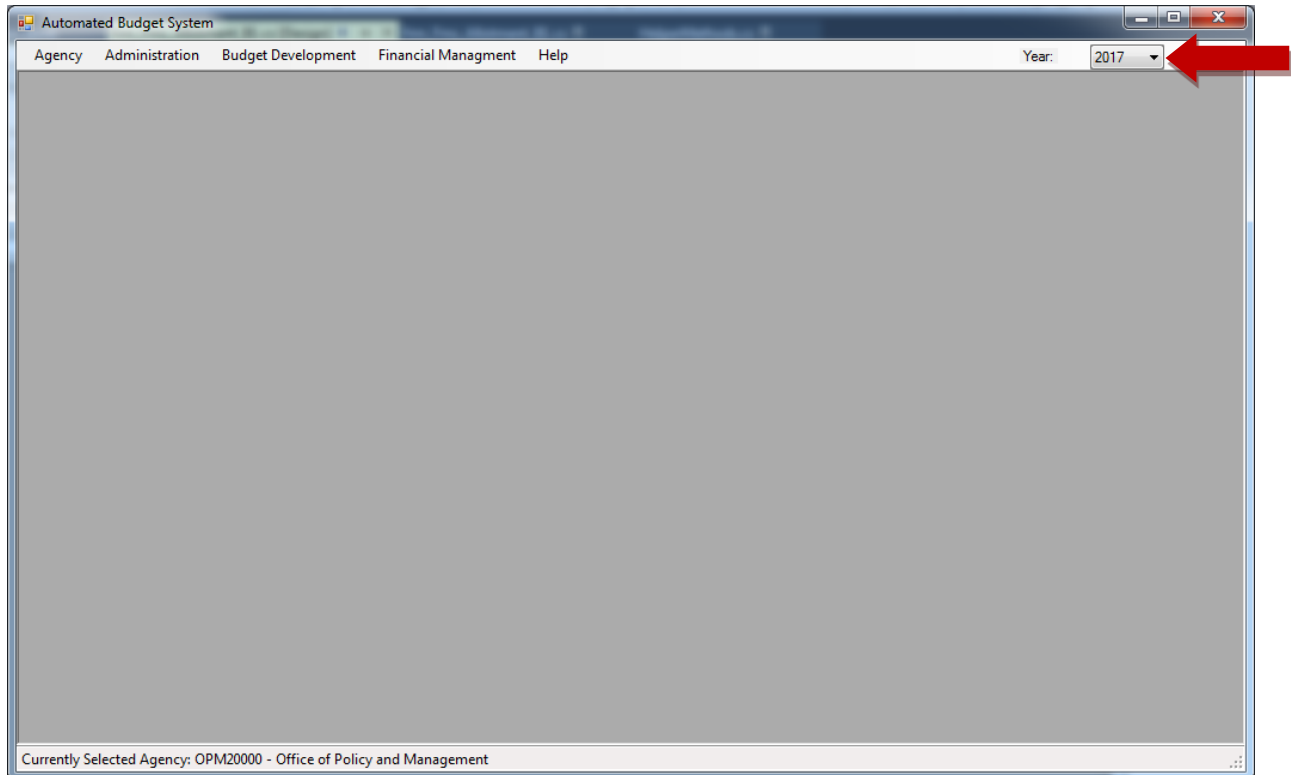
# INSTRUCTIONS FOR FY 2018 - 2019 BIENNIUM BUDGET OPTIONS

## Introduction

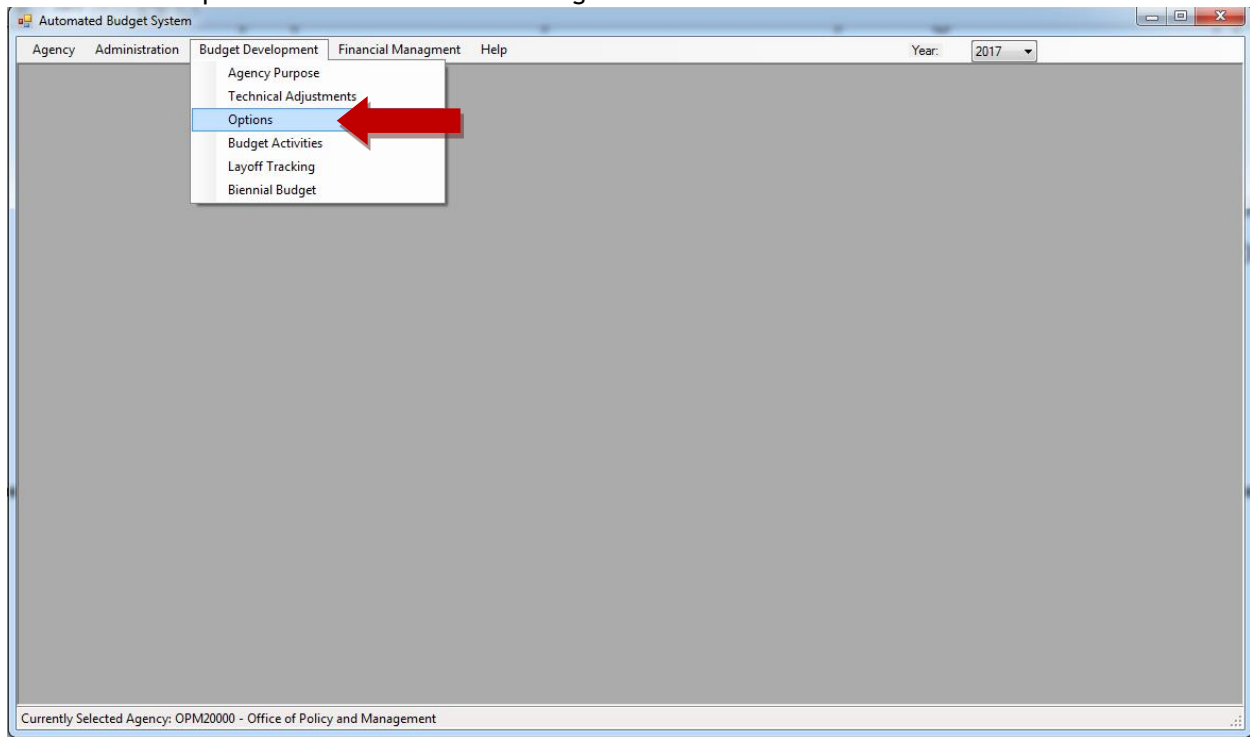
Budget options capture the fiscal impact of policy changes to the requested biennial budget baseline.

## Creating Options

1. Open and login to the Automated Budget System and select fiscal year 2017:



## 2. Select Options from the Financial Management menu:



3. The Budget Option form opens. Select the Fund impacted by the option and click the Add Option link.

Automated Budget System - [Budget Form]

Agency Administration Budget Development Financial Management Help Reports Year: 2017

Fund: 11000 - General Fund Save

Selection

[Add Option](#) Option Status: Not Submitted Submit Options Print All Options Print Selected Options Delete Selected Options

View	Type	Adjustment Title	Adjustment Submitted	Option_ID
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Option Status: N/A

Currently Selected Agency: OPM20000 - Office of Policy and Management

4. The Create Budget Option window opens. Select the type of option (Reductions, Revenue, or Reallocation) from the Type drop down box and populate the Option Title, Statutory Reference, and Option Description and click the Create Option button.

Create Budget Option

New Budget Option

Agency OPM20000 - Office of Policy and Management

Fund 11000 - General Fund

Type Reductions

Priority 1

Option Title Option Test

Statutory Reference NA

Option Description Option Test

Create Option

5. The Option appears in the Budget Option form. Click the View button for the Option you wish to edit.

Automated Budget System - [Budget Form]

Agency Administration Budget Development Financial Management Help Reports

Year: 2017

Fund: 11000 - General Fund

Save

Selection

Add Option Option Status: Not Submitted Submit Options Print All Options Print Selected Options Delete Selected Options

View	Type	Adjustment Title	Adjustment Submitted	Option_ID
	Reductions	Option Test	0	6511

Option Status: N/A

Currently Selected Agency: OPM20000 - Office of Policy and Management

6. The General Information tab opens with the Agency Adjustment Title, Statutory Reference, and Description. Information can be edited or the option printed from this screen. Click the save button to save any changes. Click the Positions / Financials tab to add or edit financial, position and revenue information.

Automated Budget System - [Budget Form]

Agency Administration Budget Development Financial Management Help Reports Year: 2017

Fund: 11000 - General Fund Save

Selection General Information Positions / Financials

Priority 1 Print Option

Agency Adjustment Title Option Test

Statutory Reference NA Sub Type

Description Option Test

Option Status: N/A

Currently Selected Agency: OPM20000 - Office of Policy and Management

7. On the Positions / Financials tab, financial information can be entered by clicking the Add Cost link, Position Information can be entered by clicking the Add Positions link and Revenue can be entered by clicking the Add Revenue link.

Automated Budget System - [Budget Form]

Agency Administration Budget Development Financial Management Help Reports Year: 2017

Fund: 11000 - General Fund Save

Selection General Information Positions / Financials

Add Cost Remove Selected Costs

Program Code	SID Code	Account	Year1 Adj	Year2 Adj
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Add Positions Delete Positions

Program Code	Year1 Adj	Year2 Adj
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Add Revenue Remove Selected Revenue

Account	Year1 Adj	Year2 Adj
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Option Status: N/A

Currently Selected Agency: OPM20000 - Office of Policy and Management

8. Financial, Position and Revenue information can be entered, modified and saved by editing the information in the table provided.

Automated Budget System - [Budget Form]

Agency Administration Budget Development Financial Management Help Reports Year: 2017

Fund: 11000 - General Fund Save

Selection General Information **Positions / Financials**

Associated Cost Add Cost Remove Selected Costs

Program Code	SID Code	Account	Year1 Adj	Year2 Adj
13008 - Policy Development, Coord...	10010 - Personal Services	50110 - Salaries & Wages-Full Time	100,000	100,000

Positions Add Positions Delete Positions

Program_Code	Year1_Adj	Year2_Adj
13008 - Policy Development, Coord...	1	1

Revenue Items Add Revenue Remove Selected Revenue

Account	Year1_Adj	Year2_Adj
40010 - Revenues	100,000	100,000

Option Status: N/A

Currently Selected Agency: OPM20000 - Office of Policy and Management

9. Financial, Position and Revenue information can also be deleted by selecting the desired row and then clicking the Remove Selected Costs, Delete Positions, or Remove Selected Revenue buttons.

Automated Budget System - [Budget Form]

Agency Administration Budget Development Financial Management Help Reports Year: 2017

Fund: 11000 - General Fund Save

Selection General Information **Positions / Financials**

Associated Cost Add Cost Remove Selected Costs

Program Code	SID Code	Account	Year1 Adj	Year2 Adj
13008 - Policy Development, Coord...	10010 - Personal Services	50110 - Salaries & Wages-Full Time	100,000	100,000

Positions Add Positions Delete Positions

Program_Code	Year1_Adj	Year2_Adj
13008 - Policy Development, Coord...	1	1

Revenue Items Add Revenue Remove Selected Revenue

Account	Year1_Adj	Year2_Adj
40010 - Revenues	100,000	100,000

Option Status: N/A

Currently Selected Agency: OPM20000 - Office of Policy and Management


10. When all work is completed and the agency is ready to submit options to OPM, click the Submit Options button.

Automated Budget System - [Budget Form]

Agency Administration Budget Development Financial Management Help Reports Year: 2017

Fund: 11000 - General Fund Save

Selection

[Add Option](#) Option Status: Not Submitted  Submit Options Print All Options Print Selected Options Delete Selected Options

View	Type	Adjustment Title	Adjustment Submitted	Option_ID
	Reductions	Option Test	0	6511

Option Status: N/A

Currently Selected Agency: OPM20000 - Office of Policy and Management